



# TRAINING CALENDAR

## 3<sup>rd</sup> Quarter - 2017



S.No	Name of the programme	Days	Target Group	Venue	M
<b>JULY</b>					
1	Effective Store Management & Annual Board of Survey	2	Relevant Officers	Trincomalee	T
2	Procurement Procedure	2	DO, MA	Trincomalee	S
3	Salary Conversion	2	Relevant Officers	Trincomalee	T
4	Office Management & Financial Management	3	DO	Trincomalee	S
5	Second Language Sinhala Crash Course	12	Interested Officers	Batticaloa	T
6	Office Management	2	Newly Recruited DOs	Trincomalee	T
7	Vehicle Maintenance	1	Drivers	Trincomalee	T
8	Effective Telephone techniques	1	OES	Batticaloa	T
9	Effective Telephone techniques	1	OES	Kalmunai	T
10	Effective Telephone techniques	1	OES	Trincomalee	T
11	Presentation Skills	4	Interested Officers	Trincomalee	T
12	Corel Draw	4	DO & MA	Trincomalee	T
13	Traffic Rules and Regulation	2	Drivers	Trincomalee	S
14	Online Pension	2	Relevant Officers	Batticaloa	T
15	Office Management	2	Minor Staff	Batticaloa	T
16	Voucher preparation	2	New DOs	Trincomalee	S
<b>AUGUST</b>					
17	Conflict Management	1	Interested Officers	Batticaloa	T
18	Filing system and letter writing	2	New DOs	Trincomalee	T
19	Positive Thinking & Attitude Development	1	Drivers	Ampara	S
20	Conflict Management	1	DO&MA	Trincomalee	T
21	Voucher preparation - Batch ii	2	New DOs	Trincomalee	T
22	Basic Computer Hardware & Computer Maintenance	2	DO, MA & Related Officers	Batti	T
23	MS Office Basic-(Word/Excel)	2	OES	Ampara	S
24	Record / Archive Management	2	DO & MA	Trincomalee	T
25	Access	5	DO & MA	Trincomalee	T
26	Advance Data Base Access	4	DO/MA	Ampara	S
27	Use of Office Equipment	2	OES	Batticaloa	T
28	Filing system and letter writing	2	New DOs	Trincomalee	S
29	CIGAS	5	DO & MA	Trincomalee	T
30	Personal File Maintenance	1	Zonal Office Staff	Trincomalee	T
31	Personal File Maintenance	1	Zonal Office Staff	Ampara	S
32	Safety Drive & Vehicle Maintenance	2	Drivers	Batticaloa	T
33	Online Pension	2	Relevant Officers	Kalmunai	T
34	Disciplinary Matters	2	DO & MA	Batticaloa	T
35	MS Office Basic-(Word/Excel)	2	OES	Trincomalee	S
<b>SEPTEMBER</b>					
36	Office Management	2	Minor Staff	Kalmunai	T
37	Cooperative Auditing	2	CDO	Trincomalee	T
38	Pension Matters	2	DO, MA	Ampara	S
39	Disciplinary Matters	2	New DOs	Trincomalee	S
40	Occupational stress management	2	Staff Grade Officers	Trincomalee	T
41	Effective Store Management & Annual Board of Survey	2	DO & MA	Batticaloa	T
42	Auto CAD	5	TO	Trincomalee	T
43	Personal File Maintenance	1	Zonal Office Staff	Batticaloa	T
44	Personal File Maintenance	1	Zonal Office Staff	Kalmunai	T
45	Basic Hardware & Networking	3	DO & MA	Trincomalee	T
46	Record / Archive Management	2	DO & MA	Kalmunai	T
47	Payroll	5	DO & MA	Trincomalee	T
48	Safety Drive & Vehicle Maintenance	2	Drivers	Kalmunai	T
49	Effective Store Management & Annual Board of Survey	2	Relevant Officers	Ampara	T
50	Disciplinary Matters	2	DO & MA	Kalmunai	T

